

RESOLUTION NO. 01-16  
ROBERTS RULES OF ORDER ADOPTED AS GUIDELINES

Resolution by:  
Seconded by:

RESOLVE the Town Board adopt Robert Rules of Order, Association of Towns – State of New York Town Law Manual 2006, and Conducting Public Meetings and Public Hearings, as a guideline, and vote orally on resolutions.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 02-16  
TIME AND PLACE SET FOR WATER BOARD MEETINGS

Resolution by:  
Seconded by:

RESOLVE the Town Board set the time and place for the Water Board Meetings: 4<sup>th</sup> Wednesday of each month at 7:00 p.m. at the Town Hall, when necessary, except for the month of November the meeting will be held on November 16, 2016 at 4:30 p.m. and the December meeting will be held on Tuesday, December 27, 2016 at 4:30 p.m.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 03-16  
TIME AND PLACE SET FOR TOWN BOARD MEETINGS

Resolution by:  
Seconded by:

RESOLVE the Town Board set the time and place for the Town Board meetings: 2<sup>nd</sup> Wednesday of each month at 4:30 p.m. at the Town Hall, and

FURTHER RESOLVE the Town Board set the time and place for Town Board meetings: 4<sup>th</sup> Wednesday of each month at the Town Hall at 7:00 pm or immediately following the Water Board Meetings, except for the November meeting will be held on November 16, 2016 at 4:30 p.m. or immediately following the Water Board meetings, and

FURTHER RESOLVED the December meeting will be held on Tuesday, December 27, 2016 at 4:30 p.m. following the Water Board meetings.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 04-16  
WATER AND TOWN BOARD MEETING PROCEDURES

Resolution by:  
Seconded by:

RESOLVE the Town Board adopts the following policy for Water, Sewer and/or Town Board meetings and workshops:

1. All agenda items are submitted to the Town Clerk by 10:00 a.m. the Wednesday prior to the Water and/or Town Board meeting. When a legal holiday and/or the responsible person submitting said documentation is not present, the documentation must be submitted prior to the date specified.
2. The first item of the meeting/workshop will be Call to Order followed by the Pledge of Allegiance.
3. Concerns of the People will be held immediately following the Call to Order at the Town Board meeting.
4. The Town Board meeting agenda categories are as follows:  
Minutes  
Reports  
Unfinished Business  
New Business
5. The Water Board meeting agenda categories are:  
Unfinished Business  
New Business
6. All monthly, activity reports, certificate(s), and/or minutes are to be submitted to the Town Clerk Thursday prior to the first monthly Town Board meeting.
7. Any item of urgency needing to be addressed before the next scheduled meeting, may be added to the agenda only if the subject has been previously discussed at a Water and/or Town Board meeting. All other items must wait until the next scheduled meeting.
8. Vouchers for payment must be submitted by 3:00 p.m. 12 days prior to the Town Board meeting. Submittal is the responsibility of the Department Supervisors and they are responsible for vendor inquiries due to non-submittals.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 05-16  
BOARD MEMBER COMMITTEE ASSIGNMENTS

Resolution by:

Seconded by:

RESOLVE the Town Board Councilpersons to be assigned as Liaisons to the following Boards, Commissions, Committees, and/or departments:

Emergency Preparedness	Heman Fowler/Jane King
Community Service Award	Fairbrother/Saglibene
Deputy Supervisor	Gillette
Fireworks Commissioner	Giammichele
IT	Gillette
DPW Highway	Fairbrother/Adams
Community Center	Giammichele/ Adams
Parks	Gillette/Saglibene

RESOLVE the Town Board Councilpersons be assigned as Liaisons to the Planning Board as follows:

January through March	Giammichele
April through June	Saglibene
July through September	Gillette
October through December	Adams

RESOLVE the Town Board Councilpersons be assigned as Liaisons to the Zoning Board of Appeals as follows:

January through March	Giammichele
April through June	Saglibene
July through September	Adams
October through December	Gillette

CARRIED: AYES:

NAYS:

RESOLUTION NO. 06-16  
HEALTH AND DENTAL INSURANCE PREMIUM

Resolution by:

Seconded by:

RESOLVE that the Town Board requires current Town employees participating in health and dental insurance to pay 12% of the premium, and

FURTHER RESOLVED Town employees and/or employees who choose to participate in health, vision and dental insurance after January 1, 2006 to pay 15% of the premium.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 07-16  
DESIGNATED TOWN OFFICIAL NEWSPAPER

Resolution by:  
Seconded by:

RESOLVE the Town Board designates the Star-Gazette as the Town's official newspaper.

CARRIED: AYES:  
NAYS:

RESOLUTION NO.08-16  
SUPERVISOR DIRECTED TO PUBLISH ANNUAL REPORT

Resolution by:  
Seconded by:

RESOLVE the Town Board directs the Supervisor to publish the Annual Report in the approved form.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 09-16  
BANKS DESIGNATED

Resolution by:  
Seconded by:

RESOLVE the Town Board designates Chemung Canal Trust Company, Five Star National Bank and JP Morgan-Chase Bank the official depositories.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 10-16  
SUPERVISOR AUTHORIZATIONS

Resolution by:  
Seconded by:

RESOLVE the Town Board authorizes the Supervisor to perform the following:

- Invest monies, not needed for immediate expenditures, according to the regulations of the State Department of Audit and Control and the investment policy adopted January 1988, and
- To approve overtime pay for Town employees as set forth in the Town Employee Handbook for emergencies only, and
- Authorize the Town Bookkeeper to conduct contingency and/or fund balance transfers when necessary, and

- Hire personnel, when prudent and necessary, with the range being \$9.00 to \$15.00 per hour not-to-exceed 30 days without Town Board approval, and
- To hire temporary help from either Peggy Zelko or Margaret LaLomia at a rate of \$11.56 per hour, and Deanne Williams at a rate of \$12.13 per hour, as needed, and
- Where applicable, authorized to approve purchases or services during emergencies not-to-exceed \$5,000.00.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 11-16  
SUPERVISOR AUTHORIZED TO ADVANCE MONEY

Resolution by:  
Seconded by:

RESOLVE the Town Board be authorized to advance money for educational meetings or workshops as provided by General Municipal Law 77b.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 12-16  
ATTENDANCE AT EDUCATIONAL PROGRAMS

Resolution by:  
Seconded by:

RESOLVE the Town Board authorize Town Officials and employees to attend educational programs concerning Town business, as approved by the Town Board, with all legal expenses charged to the Town.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 13-16  
AUTHORIZATION FOR PURCHASES

Resolution by:  
Seconded by:

RESOLVE the Town Board requires approval prior to obtaining services, parts, and other equipment for all purchases over the amount of \$5,000.00, including engineering or as otherwise provided by the Town Board.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 14-16  
JUSTICES AND TOWN COUNCIL AUTHORIZED TO CERTIFY PAPERS

Resolution by:  
Seconded by:

RESOLVE the Town Justices and Town Council be authorized to certify papers and documents without charge.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 15-16  
BLANKET BONDS OR BONDING AUTHORIZED FOR TOWN OFFICIALS

Resolution by:  
Seconded by:

RESOLVE that blanket bonds or bonding be obtained for Town Officials, as required, and submit the names of Town Officers to the Insurance Agent, Haylor, Freyer, and Coon.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 16-16  
TRAVEL JURISDICTION AUTHORIZATION

Resolution by:  
Seconded by:

RESOLVE the Town Board requires that all travel outside of New York State for the purposes of conferences and/or workshops will require previous approval by the Town Board.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 17-16  
MILEAGE ALLOWANCE SET

Resolution by:  
Seconded by:

RESOLVE the Town Board set mileage at \$0.54 per mile for Town Officials and employees when using their personal vehicles for official Town business, when authorized by the Town Supervisor.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 18-16  
FIVE STAR VISA, SAM'S CLUB, DEBT SERVICE PAYMENTS AND UTILITY  
PREPAYMENT

Resolution by:  
Seconded by:

WHEREAS in order to avoid unnecessary fees and interest it is determined that it is in the best interest of the Town to pay the Five Star VISA, Sam's Club accounts, debt service payment and utility bills when it comes due, and

WHEREAS for environmental review, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5 (c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Supervisor is hereby authorized to pay the Five Star Visa, Sam's Club accounts, debt service payment and utility bills as it becomes due without prior approval of Town Board.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 19-16  
EFFECTIVE DATE OF APPOINTMENTS

Resolution by:  
Seconded by:

RESOLVE the Town Board set the effective date for appointments, unless otherwise stated, as January 1, 2016.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 20-16  
WAGES SET FOR EMPLOYEES

Resolution by:  
Seconded by:

RESOLVE that the Town Board set salaries for full time Town employees to be accepted and paid when due, including normal Town benefits listed in the Employee Handbook for the following:

Bookkeeper	\$43,473/Annual
Budget Stipend	\$ 3,000
Deputy Town Clerk	\$29,886/Annual
Deputy Tax Collector	\$ 3,152
Building Inspector/Code Enforcement Officer, Director	\$56,209/Annual

Building Inspector/Code Enforcement Officer	\$44,908/Annual
Secretary I, Planning and Code	\$37,518/Annual
Youth Program Coordinator	\$35,919/Annual
Secretary I, DPW	\$37,158/Annual
Senior Clerk	\$24,585/Annual
Working Foreperson, DPW	\$62,720/Annual
Deputy Commissioner	\$ 7,880/Annual
Water System Supervisor	\$61,113/Annual
Principal Account Clerk, DPW	\$36,695/Annual
Clerk to the Town Justice	\$33,391/Annual

FURTHER RESOLVE that the Town Board set wages of part-time employees to be accepted and paid when due, with the option of New York State Retirement System and Deferred Compensation; however, no Town fringe benefits, for the following:

Clerk for Assessor	12.07/Hourly
Clerk for the Town Justice	12.00/Hourly
Clerk for Community Center	11.56/Hourly
Clerk for Bookkeeping	12.61/Hourly
Custodian II (5)	12.61/Hourly
Custodian for Landscaping	12.61/Hourly
Program Assistant, Youth	10.51/Hourly
Recreation Specialist	9.98/Hourly
Recreation Specialist	9.00/Hourly
Recreation Specialist	9.46/Hourly
Director of Recreation	16.65/Hourly

FURTHER RESOLVED the salaries are for incumbents and if there shall be any vacancy, the Town Board may adjust the salary accordingly.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 21-16  
ATTORNEY OF THE TOWN

Resolution by:  
Seconded by:

BE IT THEREFORE RESOLVED the Town of Big Flats does hereby appoint Thomas Reilly of Big Flats, New York as Attorney of the Town of Big Flats, a part-time position with an annual salary of Forty Two Thousand Twenty Four Dollars (\$42,024.00), and

FURTHER RESOLVED that the Town Board hereby offers Thomas Reilly, health insurance, sharing the cost of premiums to the same extent or percentage as other employees, said health insurance to be provided by voucher and reimbursement to the existing health insurance currently in effect for said individual, and procured from prior municipal employment, said health insurance benefit to be a term of employment.



CARRIED: AYES:  
NAYS:

RESOLUTION NO. 22-16  
DEPUTY TOWN SUPERVISOR

Resolution by:  
Seconded by:

RESOLVE the Town Board appoints Andrew Gillette, Deputy Town Supervisor, as recommended by the Town Supervisor.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 23-16  
TOWN BOARD APPOINTMENTS

Resolution by:  
Seconded by:

RESOLVE the Town Board appoints the following Secretaries to the respective Board:

Water Board	Linda Cross
Planning Board	Brenda Belmonte
Zoning Board of Appeals	Brenda Belmonte
Board of Assessment Review	Deanne Williams

RESOLVE the Town Board appoints the following Officers:

Safety Officer	Chris Austin
Stormwater Officer	Timothy Gilbert
Floodplain Administrator	Timothy Gilbert
Senior Activities Advisory Committee	Mary Lee Fairbrother
	Donna Wren & Marge Flynn

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 24-16  
EMERGENCY PREPAREDNESS COMMITTEE CO-CHAIRPERSON

Resolution by:  
Seconded by:

RESOLVE the Town Board appoints Heman Fowler and Jane King as Emergency Preparedness Committee Co-Chairpersons for 2016.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 25-16  
COMPENSATION AUTHORIZED FOR BOARD MEMBERS

Resolution by:  
Seconded by:

RESOLVE the Town Board authorizes the Chairperson of the Big Flats Planning Board and Zoning Board of Appeals to be paid \$75.00 for each regularly scheduled monthly meeting actually attended by the Chairperson(s) and payment shall be made by a voucher and submitted to the Bookkeeper, and

FURTHER RESOLVED that each regular member of the Zoning Board of Appeals members and Planning Board members shall be paid \$25.00 not-to-exceed 18 meetings, actually attended by said member and payment shall be made by a voucher submitted to the Bookkeeper.

CARRIED:   AYES:  
                  NAYS:

RESOLUTION NO. 26-16  
COMPENSATION AUTHORIZED FOR THE BOARD OF ASSESSMENT REVIEW  
MEMBERS

Resolution by:  
Seconded by:

RESOLVE the Town Board authorizes the Chairperson of the Big Flats Board of Assessment Review to be paid \$100.00 for each session actually attended by the Chairperson and payment shall be made by a voucher and submitted to the Bookkeeper, and

BE IT FURTHER RESOLVED that each regular member of the Board of Assessment Review members shall be paid \$50.00 for each session actually attended by said member and payment shall be made by a voucher submitted to the Bookkeeper.

CARRIED:   AYES:  
                  NAYS:

RESOLUTION NO. 27-16  
JUSTICES AUTHORIZED TO HIRE STENOGRAPHER

Resolution by:  
Seconded by:

RESOLVE the Town Board authorizes the Town Justices to hire a stenographer at the prevailing rate, as necessary, provided they are covered in the budget.

CARRIED:   AYES:  
                  NAYS:

RESOLUTION NO. 28-16  
AGREEMENT AND RECEIVER OF REVENUE ON BEHALF OF THE BIG FLATS  
COMMUNITY CENTER

Resolution by:

Seconded by:

WHEREAS the Community Center Board has established a Use Policy and Agreement and a Fee Schedule for those who wish to use the Community Center, and

WHEREAS it has been determined that receivers of revenue will be required to collect the agreements and fees associated with the use of the Community Center, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board appoints Patricia Hartigan-Huten, Marge Tremaine, Margaret LaLomia, Peggy Zelko, Terri O'Rourke and Ed Fairbrother as Receivers of Revenue for the Community Center.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 29-16  
RECEIVERS OF REVENUE FOR WATER DISTRICTS

Resolution by:

Seconded by:

RESOLVE the Town Board appoints Pamela Kowulich, Shawn Crater, Laura Sullivan, Linda Cross, Tammy Stein, Deanne Williams, Shondrea Cobb, and Ed Fairbrother Receivers of Revenue for the Water Districts.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 30-16  
TOWN SUPERVISOR/HIGHWAY WORKING FOREMAN AND DPW COMMISSIONER  
AUTHORIZED AUTHORITY

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Town Supervisor/Highway working Foreman, and DPW Commissioner to perform the following:

- Make purchases up to \$5,000.00 for parts, services, and other equipment for use in the Department of Public Works, as necessary, provided they are covered in the budget, and
- To advertise for bids on tires, salt, cinders, sand, parts and tools, as needed, and

- To accept State and County bids for any and all items under State and County bid system, provided they are covered in the Highway budget; with the exception that any bid for vehicles and equipment shall be subject to prior Town Board approval, and
- Where applicable, authorized to approve purchases or services during emergencies exceeding \$2,000.00, and
- Hiring of people from temporary agencies be pre-approved by the Town Board, Town Supervisor, where applicable.

CARRIED: AYES:  
NAYS:

#### RESOLUTION NO. 31-16 ESTABLISH PETTY CASH FUNDS

Resolution by:  
Seconded by:

RESOLVE the Town Board establishes the following Petty Cash Funds:

Tax Collector	\$100.00
Town Clerk	\$ 50.00
Town Justices	\$ 75.00
Water District #1, #2, #3, and #4	\$ 50.00 each
Bookkeeping	\$ 25.00
Department of Public Works	\$ 50.00
Community Center	\$100.00
Youth Department	\$100.00
Code and Planning	\$100.00

CARRIED: AYES:  
NAYS:

#### RESOLUTION NO. 32-16 TOWN CONTRACTS

Resolution by:  
Seconded by:

BE IT THEREFORE RESOLVED the Town Board hereby authorizes the Town Supervisor to execute a service contract with the following:

- Mary Ann Holleran, Cooking Instructor – classes at the cost of \$20.00 with all sums collected first applied to the cost of the ingredients and the balance split 70-30%
- Tracey Wigley, Dance Instructor – at a rate of 70% of the fee charged in accordance with the terms and conditions of the agreement; and
- Vicki Rossettie, Zumba Instructor – at a rate of 70% of the fee charged in accordance with the terms and conditions of the agreement; and
- Karen Clark Romans, Yoga Instructor – at a rate of 70% of the fee charged in accordance with the terms and conditions of the agreement; and

- GST BOCES for the purposes of conducting the necessary drug and alcohol testing of the applicable Town at the annual cost not to exceed of \$130.00 per Town driver; and
- Davis-Ulmer, Inc. for the purpose of providing inspection, testing, and preventative maintenance on the sprinkler systems and backflow preventers for the Community Center and two Department of Public Works buildings at a cost of \$1,190.00 annually; and
- Chemung County Department of Aging and Long Term Care for the purpose of providing community hall and kitchen areas, utilities and heat for the Congregate Meal Program.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 33-16  
SHARED SERVICES OF CODE ENFORCEMENT OFFICERS

Resolution by:  
Seconded by:

WHEREAS the Rural Association of Mayors and Supervisors has determined the necessity to provide an Intermunicipal Agreement for the purpose of shared services of Code Enforcement Officers, and

WHEREAS the Town Board desires to continues said shared services, now

BE IT THEREFORE RESOLVED that the Town Board hereby desires to continue said Code Enforcement Mutual Aid Agreement as outlined in Town Board Resolution No. 157-12 approved on July 11, 2012, and

FURTHER RESOLVED the Town Board is aware that any party may withdraw from this Agreement upon thirty (30) days written notice of the other party or parties to the Agreement.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 34-16  
CLOTHING / UNIFORM POLICY

Resolution by:  
Seconded by:

WHEREAS the Town Board had received request and purchases have been made for the purpose of purchasing clothing with the Town of Big Flats logo to easily identify Town employees in specific departments, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c)(20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board requires all clothing and uniform purchases be approved by the Town Board prior to orders being placed, except for those purchases as identified and approved under union contract, Youth Department for Summer TAFFY employees and Community Center Custodians, Code Enforcement and Highway Department.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 35-16  
BIG FLATS TOWN CELL PHONE POLICY

Resolution by:  
Seconded by:

WHEREAS the Town of Big Flats cell phones have been supplied by the Town of Big Flats, and

WHEREAS employees of the town have elected to not carry the town cell phones along with their own cell phone, and

WHEREAS the FOIL law is also applied to the use of a personal cell phone when used for town business, and

WHEREAS the county of Chemung and several other government agencies policies have a reimbursement policy for the use of personal cell phones for town business, and

WHEREAS the cost of reimbursement is less than cost to supply town cell phones and the FOIL laws will apply either by town cell phone or personal cell phones, and

WHEREAS several departments are in need to carry and communicate with town business daily, and

WHEREAS the Town Supervisor will determine the need of each employee's approval for reimbursement, and

THEREFORE BE IT RESOLVED that the Town of Big Flats will reimburse employee's cell phones at a rate of \$40.00 per month, by monthly vouchers and as approved annually by the Town Supervisor.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 36-16  
FEE SCHEDULE

Resolution by:

Seconded by:

WHEREAS to alleviate any undo burden to the tax payers in the Town of Big Flats and to adequately reimburse the Town for services provided to private citizens and developers by employees of the Town, and

WHEREAS the Town has evaluated and considered the cost associated with various application reviews, variances, permits, inspections and licensing finds that the cost for the services provided by the Town are reasonable and attributable to the applicant for such considerations, review, licensing or permit, and

WHEREAS for environmental review purposes the adoption of a Fee Schedule is a Type II action under SEQRA, 6NYCRR part 617.5(c) (19) and (26), now

BE IT THEREFORE RESOLVED that all expenses incurred by the Town relating to applications and licensing as required by the Town Code are to be paid by the applicant for such actions, and

FURTHER RESOLVED that the fees listed in this resolution are in addition to the consultant, inspection and/or legal pass-thorough fees pursuant to Local Law No. 10, 2001, Chapter 2.08 of the Town Code, and

FURTHER RESOLVED that the following application and licensing fee schedules are hereby adopted and in effect for the listed activities or actions:

COMMUNITY CENTER RENTAL FEES				
GROUP	ROOM	SECURITY DEPOSIT	Mon-Thurs. 8:00am -9:00pm Friday 8:00am -4:00pm	Fridays 4:00pm-9:00pm Saturdays 8:00am-9:00pm
1. Government		N/A	Contract Payment	
2. Town Sponsored		N/A	N/A	N/A
3. Big Flats Group	All Rooms	N/A	N/C	Same as #3 BF Resident rates
4. Individual Big Flats Resident	A	\$30		\$25.00/hour
	B	\$30		\$25.00/hour
	C	\$30		\$25.00/hour
	D	\$30		\$25.00/hour
	Conference	\$30		\$25.00/hour
	Great Room	\$100	\$25.00/hour	\$50.00/hour 1-75 people \$75.00/hour 76+ people
	Kitchen /catering	\$50	\$50.00 flat fee*	\$50.00 flat fee*
5. Fundraiser * Local non-profit Big Flats Only		* Above fees apply <i>Monday - Saturday</i>	8:00 am - 9:00pm Mon - Sat	* Above fees apply <i>Monday - Saturday</i>
6. Local Non-Profit (Chemung County) & Social	A	\$30	\$25.00/flat fee *	\$25.00/hour
	B	\$30	\$25.00/flat fee *	\$25.00/hour
	C	\$30	\$25.00/flat fee *	\$25.00/hour
	D	\$30	\$25.00/flat fee *	\$25.00/hour
	Conference Room	\$30	\$25.00/flat fee *	\$25.00/hour
	Great Room	\$100	\$25.00/hour	\$50.00/hour 1-75 people \$75.00/hour 76+ people
	Kitchen /catering	\$50	\$50.00 flat fee*	\$50.00 flat fee*
	* Flat Fee M-F not to exceed 2 hours			
7. Business Resident	A	\$50	\$25.00/hour	\$40.00/hour
	B	\$50	\$25.00/hour	\$40.00/hour
	C	\$50	\$25.00/hour	\$40.00/hour
	D	\$50	\$25.00/hour	\$40.00/hour



	Conference Room	\$50	\$25.00/hour	\$40.00/hour
	Great Room	\$150	\$75.00/hour	\$100.00/hour 1-75 people \$150.00/hour 76+ people
	Kitchen-catering	\$75	\$125 flat fee	\$200 flat fee*

### COMMUNITY CENTER RENTAL FEES

GROUP	ROOM	SECURITY DEPOSIT	Mon-Thurs. 8:00am -9:00pm Friday 8:00am -4:00pm	Fridays 4:00pm-9:00pm Saturdays 8:00am-9:00pm
<b>8. Private Non-resident &amp; 9. Non local / Non-Profit &amp; Non-Big Flats Social Group</b>	A	\$50	\$25.00/hour	\$50.00/hour
	B	\$50	\$25.00/hour	\$50.00/hour
	C	\$50	\$25.00/hour	\$50.00/hour
	D	\$50	\$25.00/hour	\$50.00/hour
	Conference Room	\$50	\$25.00/hour	\$40.00/hour
	Great Room	\$150	\$100.00/hour	\$125.00/hour 1-75 people \$150.00/hour 76+ people
	Kitchen-catering	\$75	\$125 flat fee	\$150 flat fee*
<b>10. Business Non-resident</b>	A	\$75	\$50.00/hour	\$75.00/hour
	B	\$75	\$50.00/hour	\$75.00/hour
	C	\$75	\$50.00/hour	\$75.00/hour
	D	\$75	\$50.00/hour	\$75.00/hour
	Conference Room	\$75	\$50.00/hour	\$75.00/hour
	Great Room	\$200	\$200.00/hour	\$200.00/hour 1-75 people \$300.00/hour 76+ people
	Kitchen-catering	\$100	\$150 flat fee	\$250 flat fee*
<b>Round Tables *</b>	Great Room		\$10.00/table minimum \$30	<b>All Days *</b>

***BUILDING PERMIT APPLICATION FEE SCHEDULE***

PROJECT TITLE	BASE FEE	ADDITIONAL FEES
1 & 2 Family Properties NEW	\$ 75.00	Add \$1.00 per thousand of construction cost AND
1 & 2 Family Properties REMODEL	\$ 40.00	Add \$0.10 per square foot for New Const. Add \$0.02 per square foot for Remodel
Roofing / Residential	\$ 40.00	Add \$1.00 per thousand of construction cost
Roofing / Commercial	\$ 75.00	Add \$2.00 per thousand of construction cost
Open Decks	\$ 40.00	Add \$0.10 per square foot
Multi-family and Apartments	\$ 100.00	Add \$1.00 per thousand of construction cost AND Add \$0.10 per square foot for new construction (living space)
Commercial & Industrial	\$ 100.00	Add \$2.00 per thousand of construction cost AND Add \$0.02 per square foot for remodeling AND Add \$0.10 per square foot for new construction
Demolition and Removal Permits	\$ 50.00 \$ 100.00	Residential Commercial
Driveway / Curb Cut	\$ 25.00 \$ 50.00	Residential Commercial
Manufactured/Modular Home Setup	\$ 150.00	NA
Sheds	\$ 30.00	With NO dimension larger than 16'
Swimming Pools	\$ 40.00 \$50.00	Above Ground In Ground
Signs	\$ 40.00	PLUS \$0.25 square foot Add \$50.00 for freestanding sign
Systems Permits (HVAC, plumbing, electric, other mechanical)	\$50.00 \$ 100.00	Residential Commercial
Building without a Permit	\$ 75.00 \$100.00	FIRST OFFENSE SECOND OFFENSE
Permit Renewal	50% of cost of original permit	NA – renewal for 6 months.
Fuel Tank Removal / Installation (Commercial)	\$50.00	NA
Fuel Dispensing Island with canopy	\$100.00	Add \$1.00 per construction cost

***FIRE INSPECTION FEES FOR COMMERCIAL BUILDINGS***

<b><i>Square foot of floor space</i></b>	<b><i>Base fee<sup>1</sup></i></b>	<b><i>Each visit over base fee</i></b>
0 to 3000 sq. ft.	\$50.00	\$25.00
3,001 to 10,000 sq. ft.	\$100.00	\$30.00
10,001 to 50,000 sq. ft.	\$150.00	\$40.00
50,001 to 100,000 sq. ft.	\$200.00	\$50.00
100,001 sq. ft. and over	\$500.00	\$100.00

In multiple occupants building each tenant will be charged a separate fee.

***OPERATIONAL PERMITS:***

Assembly – yearly will be included with base inspection fee.

Commercial – every three (3) years will be included in base inspection fee.

Single Event – Pyrotechnics, outdoor events and all others = \$100.00

***RESIDENTIAL:***

1 and 2 family                exempt

Apartments                \$15.00 each

<b><i>APPLICATION TO THE PLANNING BOARD</i></b>
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**Site Plan Review**

- Residential                \$250.00, plus \$50.00 per 1,000 sf gross floor area
- Non-Residential        \$500.00, plus \$150.00 per 2,500 sf gross floor area
- Concept Plan            \$200.00, fee goes toward full review

**Subdivision**

- 2 lots or less            \$200.00 plus \$50.00 per lot
- 3 lots or more           \$500.00 plus \$100.00 per lot
- Concept Plan            \$200.00, fee goes toward full review

**Planned Unit Development**

- Application Fee        \$150.00

<b>APPLICATION FEES FOR SPECIAL PERMIT, VARIANCE, ZONING AMENDMENT</b>	
<b>APPLICATION</b>	<b>BASE FEE</b>
<b>SPECIAL PERMIT</b>	
ALL	\$150
<b>VARIANCE</b>	
RESIDENTIAL AREA	\$250*
NON-RESIDENTIAL AREA	\$500*
SIGN	\$250 – Residential* \$500.00 – non-residential *
USE	\$1,000
<b>ZONING AMENDMENT</b>	
UP TO 5 ACRES	\$100
5 - 25 ACRES	\$250
25+ ACRES	\$500
<b>OTHER PERMITS FEE SCHEDULE</b>	
<b>APPLICATION</b>	<b>BASE FEE</b>
TIMBER HARVEST PERMIT	\$50 plus the required Performance Bond or Certified Check at the rate of \$30.00 per acre or a maximum of \$2,500 for the purposes outlined in Chapter 5.16 of the Town Code
FLOODPLAIN DEVELOPMENT PERMIT	\$50.00
JUNK DEALERS' LICENSE	\$50
PEDDLERS AND SOLICITORS LICENSE	\$25 plus \$10 for each additional person or vehicle used for the purposes outlined in Local Law # 8 of 2001, Chapter 5.12 of the Town Code
<b>UNREGISTERED MOTOR VEHICLE PERMIT</b>	
1 – 60 DAYS	\$25
61 – 120 DAYS	\$50
121 – 270 DAYS	\$150
271 – 365 DAYS	\$300

<b>PHOTO COPYING FEES</b>
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SIZE/DOCUMENTS	\$ PER PAGE
<9" X 14"	\$.25
>9" X 14", plans, Subdivision Plat, books, codes & other large documents	Actual cost of reproduction or procurement

<b>DOG LICENSES FEES</b>
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	FEE <sup>2</sup>
Spayed Females/Neutered Males	\$7.00
Un-spayed Females/Un-neutered Males	\$17.00
Late Fees – Dog licenses unpaid 10 days after your license expires there will be a \$5.00 late fee. An additional \$5.00 will be added for each month the dog license is unpaid	\$5.00  \$5.00 each month license is unpaid

<sup>1</sup>Based on initial visit and on follow-up visit.

<sup>2</sup>State fees are in addition to the local fees listed in this table.

**PENALTY RATES:** A one-time late payment penalty rate of ten percent (10%) shall be imposed for any fee not paid within thirty days of written notice of such fee. After November 1, any amount remaining due for any unpaid permit fees will be included in the annual Town tax levy, and the amount so levied will include an administrative service fee of twenty-five dollars (\$25.00) and a delinquent account penalty of one hundred seventy five dollars (\$175.00).

**NOTE: A consultant, inspection and/or legal pass-through fee pursuant to Chapter 2.12 of the Town Code may be applicable in addition to any application fee listed in this schedule**

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 37-16  
MAINTENANCE AGREEMENT WITH VIRTUAL TOWNS & SCHOOL WEBSITE  
SERVICES

Resolution by:  
Seconded by:

WHEREAS an Agreement with Virtual Towns & School Website Services Web Design, and

WHEREAS the Town Supervisor or Councilperson Gillette may enter into an Maintenance Agreement with Virtual Towns & School Website Services for the purpose of, site implementation, content development, CMS/Users, Website deployment, and user training, and

WHEREAS for environmental purposes the contracting of such services is a Type II administration action in accordance with SEQRA 6NYCRR, Part 617.5(c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board authorizes the Town Supervisor to sign the necessary Maintenance Agreement with Virtual Town & School for the purpose, site implementation, content development, CMS/Users, Website deployment, and user training, at a cost not-to-exceed Seventeen Hundred Dollars (\$1,700.00), contingent upon the review and approval by the Attorney for the Town.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 38-16  
BIG FLATS HISTORICAL SOCIETY AS THE TOWN HISTORIAN

Resolution by:  
Seconded by:

WHEREAS necessary by state law to have a Town Historian and to maintain the history of the Town of Big Flats, and

WHEREAS the Big Flats Historical Society maintains the history of Big Flats, and

WHEREAS for environmental review purposes, the adoption of regulations, policies, procedures and local legislative decisions is a Type II action in accordance with SEQRA 6 NYCRR, Part 617.5 (c) (27) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED AND DETERMINED that the Big Flats Historical Society shall be appointed as the Town of Big Flats Historian at \$1,500 per year.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 39-16  
ATTENDANCE OF THE TOWN CLERK AND DEPUTY TOWN CLERK TO ATTEND  
THE COUNTY MUNICIPAL CLERKS MEETINGS

Resolution by:  
Seconded by:

RESOLVE the Town Board authorize the attendance at County Municipal Clerks meetings, as authorized in their 2016 budget, for Linda Cross, and Tammy Stein, at the Town's expense.

CARRIED: AYES:  
NAYS:

RESOLUTION NO. 40-16  
COMMISSIONER AND OR DEPUTY COMMISSIONER OF PUBLIC WORKS  
AUTHORIZED TO ADVERTISE FOR BIDS

Resolution by:  
Seconded by:

RESOLVE the Town Board authorizes the Commissioner and or Deputy Commissioner of Public Works to advertise for bids on tires, salt, cinders, sand, parts and tools, as needed.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 41-16  
COMMISSIONER AND OR DEPUTY COMMISSIONER OF PUBLIC WORKS  
AUTHORIZED TO ACCEPT STATE & COUNTY BIDS

Resolution by:  
Seconded by:

RESOLVE the Town Board authorizes the Commissioner and or Deputy Commissioner of Public Works to accept State and County bids for any and all items under State and County bid system, provided they are covered in the Highway budget; with the exception that any bid for vehicles and equipment shall be subject to prior Town Board approval.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 42-16  
A RESOLUTION TO APPROVE THE SECTION 284 OF THE HIGHWAY LAW  
AGREEMENT

Resolution by:  
Seconded by:

WHEREAS in accordance with Highway Law, Section 284, the Town Supervisor, Town Board, and Commissioner of Public Works are required to enter into an agreement regarding moneys levied and collected in the Town for repair and improvement of highways, and

WHEREAS for environmental review, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5 (c) (19) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED, in accordance with Highway Law, Section 284, the Town Supervisor, Town Board and Commissioner of Public Works are authorized to enter into the Agreement for the Expenditure of Highway Moneys.

CARRIED:   AYES  
              NAYS:

RESOLUTION NO. 43-16  
SAFETY OFFICER APPOINTMENT

Resolution by:  
Seconded by:

WHEREAS the Town Board has determined a need to appoint a safety officer for the Town of Big Flats, now

BE IT THEREFORE RESOLVED the Town Board appoints Chris Austin, Deputy Commissioner of Public Works as Safety Officer.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 44-16  
SENIOR BUS TRIP ADVISORY COMMITTEE APPOINTMENT

Resolution by:  
Seconded by:

WHEREAS the Town Board has determined that a committee should be established for senior trip activities, and

WHEREAS for environmental purposes this is a Type II Action in accordance with 6NYCRR, Part 617.5(c) (20) and as such no further review is necessary, now

BE IT THEREFORE RESOLVED an Advisory Committee be established comprising of Mary Lee Fairbrother, Donna Wren, and Marge Flynn to plan Senior Bus Trips and other activities appropriate for the Big Flats Senior Citizen Committee Appointments.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 45-16  
TOWN FINANCIAL CONSULTING SERVICES, MUNICIPAL SOLUTIONS, INC.

Resolution by:  
Seconded by:

WHEREAS the Town of Big Flats will be Banning several projects in 2016, and

WHEREAS the Town of Big Flats Water Board and Town Board will need a financial consultant, and



WHEREAS Municipal Solution, Inc. has been designated to be the Towns Financial Consultant in the past, and

WHEREAS the need to have a consultant on staff to render their service in helping the town to find the best rates and to help execute and deliver these financial services, and

WHEREAS this resolution shall take effect immediately, and

THEREFORE BE IT RESOLVED that the Town of Big Flats Board authorizes the Town Supervisor to enter into an agreement with Municipal Solutions Inc.

CARRIED:   AYES:  
              NAYS:

RESOLUTION NO. 46-15  
UNUSED VACATION HOURS TO BE CARRIED OVER UNTIL MARCH 31, 2016

Resolution by:  
Seconded by:

WHEREAS a memo was received from Bookkeeper, Merlyn Tiwari on December 31, 2015 requesting to have vacation hours carry over to March 31, 2016 for the following employee:  
                    Pam Kowulich           27 hours, and

WHEREAS the excess is largely due to her being unable to take their allotted time during the year, and

BE IT THEREFORE RESOLVED the Town Board authorizes Pam Kowulich, 27 vacation hours to be used in the first quarter of 2016, and not to exceed March 31, 2016.

AYES:  
NAYS:

## **ORGANIZATIONAL WATER BOARD**

### **RESOLUTION NO. 47-16 WATER DISTRICT FEE SCHEDULE**

Resolution by:  
Seconded by:

RESOLVE the Water Board adopts the following Water District Fee Schedule effective immediately:

<b><u>ITEM DESCRIPTION</u></b>	<b><u>FEE</u></b>
<b>Transfer/Turn On Fee (new owner or lessee)</b>	\$35.00
<b>Disconnect Fee</b>	\$50.00
<b>Water Application Fee- In district only (new service installation, residential and commercial):</b>	
Residential.....	\$ 75.00
Commercial.....	\$150.00
<b>Hydrant Fee, temporary use</b>	\$50.00
Residential Water Usage Rate for Hydrants: per 1,000 gallons	\$ 5.00
Minimum charge	\$ 5.00
Commercial Water Usage Rate for Hydrants: per 1,000 gallons	\$10.00
Minimum charge	\$10.00
<b>Inspection Fees</b>	As established in Local Law #10 of 2001
<b>Water Main Shut-off, for private repairs</b>	Parts & Labor
Minimum charge	\$75.00
<b>Shut off at Curb Box for repairs</b>	\$25.00
<b>Shut Off for non-payment</b>	First Offense
Each Subsequent Offense, an additional	\$50.00
<b>Water Taps (up to &amp; including 1") on Mains</b>	BF Water Department taps the main.
Parts & Labor	
<b>Water Taps (over 1") on Mains</b>	\$150.00
(Administrative Fee only, customer responsible for tap and all associated costs.)	
<b>Meter Installation</b>	Parts & Labor

<b>Meter Removal</b>	\$65.00
<b>Meter Repair / Replacement due to damage</b>	Parts & Labor
<b>Meter Testing Fee (by customer request)</b>	\$50.00
<b>Analog Meter Charge (each billing cycle)</b>	\$50.00

### **Water Rates**

#### **District 5**

Residential Rates	Quarterly	Minimum bill, includes 0-10,000 gallons Charge per 1,000 gallons over 10,000	\$39.50 \$ 2.27
Commercial Rates	Quarterly	Minimum bill, includes 0-10,000 gallon Charge per 1,000 gallons over 10,000	\$56.00 \$ 4.40
Commercial Rates	Monthly	Minimum bill, includes 0-4,000 gallons Charge per 1,000 gallons over 4,000	\$21.60 \$ 4.40

#### **District 4 (Harris Hill Manor)**

Residential Rates	Quarterly	Minimum bill, includes 0-10,000 gallons Charge per 1,000 gallons over 10,000	\$48.00 \$ 4.80
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### **Private Fire Protection, Annual Fees**

Unmetered Sprinkler Systems:	4" Main	\$ 50.00
	6" Main	\$ 75.00
	8" Main	\$100.00
	10" Main	\$125.00
	12" Main	\$150.00
Per Yard Hydrant		\$ 75.00

#### **Administrative Fees:**

Returned Check Fee	\$ 20.00
Per record fee for CCSD billing	\$ 0 .75

**Penalties:** One time penalty of 10% of outstanding balances

**Service Charge:** Delinquent Accounts put on Tax Roll \$275.00

**Capital Charges:**

An annual charge to cover annual debt service payments. Shown as a line item on the Town & County tax bill.

Criteria used to determine property eligibility for debt responsibility:

- The property must be located within the metes and bounds of the District description.
- The property must have access to a Town water main. Access includes having a water main on either side of the road adjacent to the property.
- Vacant parcels are included.

CARRIED:   AYES:  
              NAYS: